

**Institutional Effectiveness Partnership Initiative
Partnership Resource Teams
Institutional Innovation and Effectiveness Plan**

Date: TBD

Name of Institution: Chabot–Las Positas Community College District (CLPCCD)

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status (for Visit 3) As of Date:
A. Artificial Intelligence Strategy and Institutional Capacity Building	1. Establish and operationalize a districtwide cross-functional AI workgroup, and develop, adopt, and implement a districtwide AI vision and strategic framework.	Vice Chancellor, Educational Services	October 31, 2026	<ul style="list-style-type: none"> a. Charter and convene a cross-functional AI workgroup with representation from faculty, classified professionals, administrators, and students from both colleges. b. Develop a districtwide AI vision and strategic framework with constituency input. c. Adopt the framework through participatory governance and disseminate districtwide. d. Implement a quarterly review cycle to refine the framework based on emerging practice. 	<ul style="list-style-type: none"> a. Workgroup chartered with named members representing all constituencies and both colleges; meeting cadence established. b. Draft framework completed; feedback solicited from both FA, SEIU, academic/faculty senates, classified senates, and governance bodies (student); final version approved. c. Framework adopted through district governance; published and accessible to all employees. d. First quarterly review completed; documented refinements incorporated into the framework. 	
	2. Develop, adopt, and implement districtwide AI guidance addressing acceptable use, academic integrity, data privacy, and ethics.	Vice Chancellor, Educational Services	December 31, 2026	<ul style="list-style-type: none"> a. Form a drafting team and review exemplar policies (e.g., DVC, SMCCD, Stanford, Harvard, 4CD data classification). b. Draft AI guidance covering acceptable use, academic integrity, data privacy, and ethical considerations. c. Conduct collegial consultation through both academic senates, classified senates, and the faculty bargaining unit. d. Adopt and disseminate the guidance; integrate into employee onboarding and professional development. 	<ul style="list-style-type: none"> a. Drafting team convened with cross-functional representation; exemplar review documented. b. Draft guidance completed and aligned with applicable state and federal data privacy requirements. c. Documented input from both academic senates, classified senates, and bargaining unit; revisions incorporated and tracked. d. Guidance adopted; integrated into onboarding materials; communicated districtwide via official channels. 	

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	3. Design, launch, and implement a Train the Trainer program (AI Faculty Fellows program) that produces portfolio-based instructional artifacts demonstrating capability beyond participation.	Vice Chancellor, Educational Services	May 31, 2027	<ul style="list-style-type: none"> a. Design Fellows program parameters (eligibility, stipends, deliverables, cohort structure) with input from both academic/faculty senates and FA. b. Recruit and select an inaugural cohort with documented disciplinary and college representation. c. Deliver cohort programming (training, coaching, peer learning communities) over fall and spring terms. d. Collect, review, and disseminate Fellows portfolios at a districtwide forum. 	<ul style="list-style-type: none"> a. Program design document completed; Fellows charter approved through both academic/faculty senates. b. Cohort recruited and seated with documented representation across disciplines and both colleges. c. Cohort programming delivered as scheduled; participation and engagement documented. d. Fellows portfolios submitted demonstrating: redesigned assignments, AI-integrated curriculum modules, evaluation of AI outputs, and prompt design artifacts; effective practices shared at districtwide dissemination event. 	
	4. Define and implement an AI Capability Framework with artifact-based assessment for administrators, faculty, and classified professionals.	Vice Chancellor, Educational Services	March 31, 2027	<ul style="list-style-type: none"> a. Define AI capability levels in observable behavioral terms (e.g., effective prompt design, evaluation of AI outputs, revision of AI-generated content, identification of errors and hallucinations, justified application to work tasks). b. Pilot the framework with administrator and Faculty Fellows cohorts; collect artifact samples. c. Refine the framework based on pilot findings and align all professional development offerings to capability levels. d. Implement an artifact-based assessment cycle for participating populations. 	<ul style="list-style-type: none"> a. Framework document with capability levels and observable behavioral indicators completed and approved. b. Pilot conducted with at least two populations; artifact samples collected and rated against the framework. c. Framework finalized; PD offerings cross-walked to capability levels and published. d. Assessment cycle operational; participants demonstrate progression with documented artifact evidence. 	
	5. Define and implement observable student AI literacy outcomes integrated into curriculum, orientation, and career services at both colleges.	Vice Chancellor, Educational Services	May 31, 2027	<ul style="list-style-type: none"> a. Define student AI literacy outcomes in observable behavioral terms (effective prompting, output evaluation, revision of AI-generated work, justification of AI use, identification of hallucinations). 	<ul style="list-style-type: none"> a. Student AI literacy outcomes adopted by both colleges through curriculum and senate processes. b. Integration strategy documented; courses and student touchpoints identified for pilot. c. Pilot delivered: courses with AI-integrated assignments, orientation 	

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				<ul style="list-style-type: none"> b. Develop a curricular integration strategy through curriculum committees at both colleges. c. Pilot integration in selected courses, orientation modules, and career services workshops. d. Assess student artifacts against outcomes; refine and scale based on findings. 	<ul style="list-style-type: none"> module deployed, and at least one career services workshop conducted. d. Student artifacts collected and assessed; documented capability evidence (AI-assisted drafts, revisions, evaluations, justifications) reported to governance. 	
B. Shared Governance and Decision-Making Alignment (Chabot College)	1. Clarify, update, and publish Chabot College committee roles (recommending, consultative, decision-making) in an updated Chabot governance handbook.	President, Chabot College	February 28, 2027	<ul style="list-style-type: none"> a. Inventory existing Chabot committees and current charters. b. Through the Chabot Planning and Resource Allocation Committee, classify each committee by role type (recommending, consultative, decision-making). c. Draft the Chabot governance handbook documenting updated committee charges, roles, reporting relationships, and decision authority. d. Adopt the handbook through collegial consultation and publish to the campus community. 	<ul style="list-style-type: none"> a. Committee inventory completed and validated by Planning and Resource Allocation Committee. b. Role classifications adopted by Planning and Resource Allocation Committee, Academic Senate, Classified Senate, and Student Senate. c. Draft handbook completed; feedback solicited and incorporated; revision history documented. d. Final handbook adopted; published on Chabot governance website and disseminated to all employees. 	
	2. Document and implement standard decision-flow processes including constituency feedback loops at Chabot College.	President, Chabot College	April 30, 2027	<ul style="list-style-type: none"> a. Map current decision pathways using two to three recent governance decisions as test cases. b. Define standard decision-flow templates with timelines and feedback mechanisms. c. Implement the feedback loop standard: decisions communicated back to constituencies with summary of input received and actions taken. d. Pilot the decision-flow process with selected committees; refine based on experience and integrate into the governance handbook. 	<ul style="list-style-type: none"> a. Decision-flow maps completed and reviewed for two to three historical decisions. b. Standard templates adopted by Planning and Resource Allocation Committee. c. Feedback loop standard implemented; documented examples of decision-back communication produced and circulated. d. Pilot conducted; refinements documented and integrated into the published handbook. 	

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	3. Develop and implement governance onboarding for new committee members and a periodic governance structure-review cycle at Chabot College.	President, Chabot Academic Senate, Classified Senate	June 30, 2027	<ul style="list-style-type: none"> a. Develop a governance onboarding curriculum for new committee members. b. Deliver onboarding for fall and spring committee cohorts. c. Establish an annual governance structure-review process and adopt through the Planning and Resource Allocation Committee. d. Conduct an initial abbreviated structure review using the new framework. 	<ul style="list-style-type: none"> a. Onboarding curriculum completed and approved. b. Onboarding delivered fall 2026 and spring 2027; participant rosters documented. c. Annual review process adopted by Planning and Resource Allocation Committee, Academic Senate, Classified Senate, and Student Senate. d. First review completed; documented findings and recommendations submitted to Planning and Resource Allocation Committee. 	

Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus	Applicable Objective(s)	Description of Resource Needed	Cost of Resource
A. Artificial Intelligence Strategy and Institutional Capacity Building	A.1 — AI workgroup, vision/framework, and resource repository	Facilitation services for workgroup chartering and framework development; centralized AI resource repository platform (build, hosting, content curation, accessibility compliance); convening and meeting costs.	\$35,000
A. Artificial Intelligence Strategy and Institutional Capacity Building	A.2 — Districtwide AI guidance development	External legal review (data privacy, FERPA, bargaining alignment); facilitator fees for collegial consultation; document design and dissemination.	\$20,000
A. Artificial Intelligence Strategy and Institutional Capacity Building	A.3 — AI Faculty Fellows program	Fellows stipends (12 fellows × \$5,000); program coaching and training facilitation; learning community materials; districtwide dissemination forum (venue, materials, refreshments).	\$90,000
A. Artificial Intelligence Strategy and Institutional Capacity Building	A.4 — AI Capability Framework and assessment	Consultant for framework design; artifact assessment platform/tools; institutional research staff time for pilot administration and analysis; rater calibration sessions.	\$40,000
A. Artificial Intelligence Strategy and Institutional Capacity Building	A.5 — Student AI literacy outcomes and integration	Curriculum design facilitation across both colleges; orientation module development; career services workshop materials; student artifact collection and assessment.	\$40,000

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B. Shared Governance and Decision-Making Alignment (Chabot College)	B.1 – B.3 — Chabot governance handbook, decision-flow documentation, and onboarding	Facilitator fees for handbook development and decision-flow mapping; design and publication of governance handbook; onboarding curriculum development and delivery materials.	\$25,000
Total IEPI Resource Request (not to exceed \$250,000)			\$250,000

Approval and Collegial Consultation

Note: Add the signatures below after incorporating Project Director and PRT feedback on the draft I&EP.

Chief Executive Officer (Chancellor)		
Name: Ronald P. Gerhard, Chancellor, CLPCCD	Signature or E-signature:	Date:

Academic Senate President — Chabot College		
<i>Required for collegial consultation on district-level I&EP.</i>		
Name: [Name]	Signature or E-signature:	Date:

Academic Senate President — Las Positas College		
<i>Required for collegial consultation on district-level I&EP.</i>		
Name: [Name]	Signature or E-signature:	Date: